

The British Clubs League Committee (hereafter 'the committee') shall be an operational committee of Table Tennis England ('TTE'), responsible to the Head of Competitions & Events

Purpose

The purpose of the committee shall be:

- To support administration of British League competition, including Senior, Women's, Veteran's, Youth (national weekends), Junior and Cadet (including Girls' Cadet) sections¹

Please refer to Table Tennis England regulations

<https://www.tabletennisengland.co.uk/about-us/articles-and-regulations/>

Composition

The Members of the committee shall be the Head of Competitions & Events (or their designate) as Chair, a National Secretary, a Cadet & Junior Lead, the British Clubs League Officer, the Director of Engagement (or their designate), and may also include general members.

Standing invitations to meetings will be made to the Competition & Events Manager and Competition & Events Support Officer

All members of the committee whose appointed role is not representative in nature shall fulfil their position in furtherance of the general objectives of the committee.

All members of the committee shall be current Table Tennis England members. A member of the committee whose Table Tennis England membership has lapsed shall no longer be a member of the committee.

All members of the committee shall adhere to the Nolan principles of Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

Appointments

Members shall be appointed by the Chair with the approval of the Head of Competitions & Events, for a tenure of 2 years.

¹ For clarity, this includes the former 'British League' sections - Senior (SBL), Women's (WBL), Junior (JBL) and Veteran's (VBL) – as well as the 'National Cadet League' (NCL) and 'National Junior League' (NJL)

Appointed members may serve for a maximum of tenure of 4 consecutive terms, unless exceptionally agreed by TTE Governance & Risk Committee. All members will be eligible for reappointment after a 2-year break.

Including the Chair, no less than 50% of members at any time shall be identified via open advertisement on the Table Tennis England website.

Table Tennis England may take positive action in the form of proportionate measures to encourage or train people from under-represented groups to apply for volunteer roles, overcome a perceived disadvantage or meet specific needs based on a protected characteristic.

A register shall be maintained by Table Tennis England detailing committee members, tenure, appointment process and other relevant information.

Co-opted members may be permitted with the agreement of both the Chair and the Head of Competitions & Events.

Meetings

The committee shall meet at least once per season, and additionally as required, either physically or virtually. Day-to-day Committee business will be carried out via email.

The quorum of the meeting shall be 50%+1, but must include the Chair, the Secretary, and the Head of Competitions & Events (or their designate)

Minutes of each meeting shall be produced and maintained.

Committee members shall be entitled to claim from Table Tennis England such out of pocket expenses as are legitimately incurred in furtherance of agreed committee business, in line with the Table Tennis England volunteer expenses policy.

Responsibilities

1. To administrate in liaison with the British Clubs League Executive Officer the British Clubs League events for Senior, Women's, Veteran's, Youth, Junior and Cadet sections, inc processes for:
 - a) Communication with Clubs/ Teams
 - b) Team Affiliation, Eligibility, Entry, Deposits and Entry Fees
 - c) Formation of Divisions, inc Promotion, Relegation, Withdrawals and Waiting Lists
 - d) Dates and Fixtures
 - e) Player Registration, Membership, Eligibility, Ranking and Transfer
 - f) National venues, Club Hosts, Organisers, Match Referees and Umpires
 - g) Allocation of teams to Hosts

- h) Formats, Match Procedure and Order of Play
 - i) Supporting Hosts and Organisers with such info as may be required
 - j) Prize Money and Bursaries
 - k) Fines, Penalties, Protests and Appeals
 - l) Player Awards
2. To appoint a Referee for each of the Senior, Women's, Veterans and Youth Sections, and an Assistant Referee as deemed necessary
 3. To ensure all divisional populations, fixtures and results are maintained in a timely fashion on the TT Leagues platform
 4. To ensure results are submitted for rankings processing by the appropriate deadline
 5. To liaise with TAP (Tournament Approval Panel), attending such meetings as are required, to agree fixture dates and agree/ notify any changes to established dates
 6. Arrange an annual meeting for Senior BCL Premier Division representatives, and an annual feedback exercise for other sections
 7. To support the necessary processes for broadcast/ streaming and promotion of British Clubs League in liaison with the Table Tennis England Engagement department
 8. To keep under review TTE Regulations Parts A, LC, LG, LJ, LS, LV and LY, and to refer using Appendix A any proposals for alterations which may become necessary
 9. To keep under review these Terms of Reference, and to refer using Appendix A any proposals for alterations which may become necessary

Sub-Committees

There shall be a sub-committee for each of the Senior, Women's, Veterans, Youth and Cadet/ Junior sections. The British Clubs League Chair, National Secretary, Head of Competition & Events (or their designate) and the British Clubs League Executive Officer will be a member of each sub-committee, plus the following for each section: Referee and Assistant Referee (if applicable)

Sub-committees shall be consulted as required, including the formation of respective divisions each season.

Reporting

The committee shall report to the Head of Competitions & Events, who shall be responsible for relaying items of note within the Table Tennis England governance and staff structures, and/ or progressing process and policy considerations as required. Items of a strategic nature will be passed by the Head of Competitions & Events to the Competitions Advisory Committee.

Minutes of committee meetings should also be made available to the TTE Competition and Events Manager.

Appeal Procedure

Notwithstanding the *Right of Appeal* and the *Complaints Policy* - in the event that a member has an unresolved query or issue regarding a decision of the Committee, then recourse in the first instance shall be to the Head of Competition & Events.

These Terms of Reference will be reviewed biennially.

Appendix A: Amendment to Articles or Regulations

